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**PROPOSED DISTRIBUTION OF DUTIES AND RESPONSIBILITIES  
FOR THE PROCESSING OF TRAVELERS**

1. **PROBLEM.** The purpose of this proposal is to set forth the steps necessary to implement decisions stated in attachment C to memorandum dated 8 May 1953 from the ADD/A to the Management Officer.
2. **POLICIES.** The above mentioned memorandum stated the following policies:
  - a. Certain functions now performed by the Passenger Movement Branch should be transferred to the Travel Section of the Central Processing Branch in order to accomplish an efficient operation and to eliminate the basis for some current confusion. Specifically, such activities as contacting carriers and picking up tickets should be carried on incidentally with the function of planning itineraries.
  - b. In order to provide unified direction in the performance of the processes involved in assisting domestic and overseas travelers and their dependents, the Central Processing Branch should be charged with the responsibility for all of these operations.
  - c. The Central Processing Branch should be equipped with a table of organization which reflects this over-all responsibility.
  - d. The Chief of Logistics should be responsible for nominating and recommending qualified technical employees for the Travel Section upon request from the Central Processing Branch. Such employees should have a Logistics Office career designation and be under the jurisdiction of the Career Service Board established for the Logistics Office.
  - e. The Transportation Division would be expected to furnish normal technical staff assistance, guidance, and advice with respect to the performance of technical transportation functions of the Central Processing Branch and to survey the performance of such functions and make appropriate recommendations.
  - f. The Chief of Logistics should delegate authority to Central Processing Branch to incur expenses in connection with its transportation functions.
  - g. Domestic travel should be handled by Central Processing Branch.
3. **PROCEDURES.** The following procedures will be performed by CPB and PMB as indicated:

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a. Travel

- (1) Employees. CPB will interview the traveler, prepare his itinerary, make his reservations, secure his tickets, deliver the tickets to him, and certify the carrier's will or furnish the Comptroller appropriate advice in lieu of certifying the bills.
- (2) Dependents in Headquarters Area. These will be processed by CPB in the same manner as employees, (1) above.
- (3) Dependents Outside Headquarters Area. These will be processed by CPB through the interview with the employee and by corresponding with the dependents. Generally, the same forms and procedures presently in use in PNB will be used by CPB for this purpose.

b. Effects

- (1) Unaccompanied Baggage. CPB will brief the traveler, assign an identity number for the shipment, and, except where the traveler pays cash for shipment of this baggage, complete shipping data form and send said form to PNB. Upon receipt of shipping data form, PNB will complete and send to CPB a Government R/L if necessary, which will then be turned over to the traveler. PNB will make all arrangements with carriers for transporting baggage, will follow up on shipments to secure expeditious movement, and will certify carriers' bills.
- (2) Household. CPB will brief the traveler, assign an identity number for the shipment, where possible have the traveler indicate a preferred packer from a list of packers with whom the IO has made contracts, select the packer based on a reasonable distribution of business among the packers listed, and prepare a shipping data form which will be immediately sent to PNB. PNB will make all arrangements for packing, crating, and trans-  
  
up on shipments to secure expeditious movement, and will certify carriers' bills.
- (3) Automobiles. CPB will brief the traveler and assign an identity number to the shipment. Where possible, CPB will arrange to have the traveler deliver his car to the port. If there is sound reason for having the Agency deliver the car to the port, PNB will arrange for such delivery. The shipping data form will be completed by CPB and sent to PNB. PNB will arrange for all processing of the car, will arrange for handling by the carriers, will follow up on shipments to secure expeditious movement, and will certify carriers' bills.

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- c. Passports, Visas, and AGO Cards. CPB will brief the traveler on all details pertaining to these items, will assist the traveler in completing necessary forms, and will arrange for pick-up and delivery of these items.
- d. Cables.
- (1) Travelers. ETA cables will be prepared by CPB and delivered to the appropriate releasing division.
- (2) Effects. ETA cables will be prepared by PMB and delivered to the appropriate releasing division.
- e. Refunds. CPB will handle the return of unused tickets following the same procedures and using the same forms as are presently being used by PMB.
- h. TABLES OF ORGANIZATION. As a result of a study conducted by OPM Service (staff study dated 2-6-53) the following workload data was secured:

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Average monthly workload . . . . .  
Average man-days per month (PMB & CPB) . . . . .  
Cases per man-day . . . . .

Based on this material it was recommended that a T/O of [redacted] be established for the complete travel processing function (including shipment of effects). This would permit the accomplishment of a peak load of over [redacted] cases per month.

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The following proposed T/O's are based on the recommended total of [redacted] positions:

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a. Central Processing Branch, Travel Section

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Chief of Section (Transportation Officer)  
Assistant Chief of Section (Transportation Officer)  
Clerk-Stenographer  
Transportation Officers and/or Traffic Clerks  
Cable Clerk (Clerk Stenographer)  
Total, CPB Travel Section

b. Passenger Movement Branch

Chief of Branch (Transportation Officer)  
Assistant Chief of Branch (Transportation Officer)  
Clerk-Stenographer  
Transportation Officers and/or Traffic Clerks  
Cable Clerk (Clerk-Stenographer)  
Clerk-Typist  
Total, PMB  
TOTAL T/O, Both Units

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5. **IMPLEMENTATION.** The following actions are required to carry out the directives contained in the ADD/A's memo of 8 May 1953:
  - a. Establishment of the detailed T/O.
  - b. Approval of the distribution of duties as provided by Section 3 hereof.
  - c. Delegation of authority from the Chief of Logistics to the Personnel Office.
  - d. Allocation of space to permit the CPB to accommodate additional personnel.
  - e. Transfer of certain personnel from PWB to CPB.
6. **EFFECTIVE DATE.** Due to the present space situation, it is recommended that implementation of this proposal be made effective with the availability of additional space for CPB. It is expected that this will occur before 31 July 1953. However, if arrangements could be made for additional space pending the general move expected to occur in July, this proposal could be implemented at an earlier date.

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